SKILLS

- Written and verbal communication
- Strategic decision-making
- Leadership Ability and Good Teamwork Capabilities.
- Priority and Time management
- Being Fast/Efficient and Enhancing business processes.
- Communication and Understanding
-

TECHNICAL SKILLS:

- Proficient with All Microsoft Office Platforms
- Skilled with Intensive Forex/Admin and Financial related work
- Proficient in assisting with the resolution of internal queries and operational issues
- Skilled in Filing and organizing payments
- Adept in working with Banking Systems
- Proficient with Scanning and Filing Payments
- Skilled at Balancing Forex CashFlows and Recons
- Adept with Confirming Forex Deals
- Adept with Liaising with Clients Regarding their Forex Booked
- Adept with Booking Forex Derivatives for clients which include: spot, forward, swaps, early drawdowns and rollover extension FECs.

EDUCATION

2015
Damelin College |
Johannesburg, GP
Bachelor of Business Administration: Marketing and Business Management
- Computer applications (Outlook, Excel, Word, PowerPoint and Database)
- Statistics/Quantitative techniques
- Various Marketing and Business management Units
- Personal selling/Project management/ Economics 1st/2nd year

- [Degree] Graduate

2012
Monash University |
Johannesburg
Bridging Course: Business Management

- Various Marketing and Business Management Units

2009
Allen Glen High |
Johannesburg
Matric
- Mathematics
- Accounting
- Computer applications
- English Home Language
- Afrikaans second Language

Monrico Michael

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Johannesburg , 2109

SUMMARY

My Objective is to gain Full Time work in the Banking/Forex/Financial and Administration sector. My intention is to add as much value and growth to the organization by growing with the organization, assisting to improve processes/systems and working extended hours to ensure the organization meets all its needs and requirements. I am adaptable to all challenging situations and proficient in working with banking and financial systems such as Oracle, Eclipse, IVS, FBCC and Banking App. I have more than 8 years experience dealing with internal and external stakeholders and work well both in a team environment as well as using my own initiative.

EXPERIENCE

08/2017 - Current
Forex Administrator Intermediary
Investec For Business (IFB) | Johannesburg, South Africa
·Balancing Forex CashFlows and Recons
·Confirming Forex Deals in order for Bank to release funds
·Working directly with Exchange Control dealing with Payment Queries
·Assisting with the resolution of internal queries and operational issues
·Working closely with Internal Stakeholders Ops, Finance, IT and Excon
· Loading processed payments on the Daily pay away Schedule
· Managing Excel Spreadsheets and Outlook Emails regarding payment
· Getting Payments signed off for approval
· Scanning and Filing Payments
· Filing Daily forex Requisitions
· Sending Swift Reports to the Admin Team
·Booking Forex Derivatives for clients which include: spot, forward, swaps, early drawdowns and rollover extension FECs.

04/2015 - 06/2017
Forex Consultant
First National Bank (FNB)
· Working with various SARB banking systems such as IVS (Import verification system)
· Working with All Microsoft Office Platforms
·Following up with clients for SARS Documentation
·Filing and organizing payments

REFERENCES

- Available Upon Request.

ACCOMPLISHMENTS

- Assisted with the creation of a client database FNB
- Assisted with the creation of backups on the server for payments during auditing IFB

DRIVING LICENCE

- Code 8/Has Own Car

VALUES

I believe in being Dynamic, Energetic, Tenacious, Ethical and having Integrity in the workplace. I believe in out of the ordinary thinking and value a good working culture.